

Tres Dias of Southeast Tennessee

Rover Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

Rover Cha Duties and Responsibilities

I. General Overview:

Pre-Weekend:

Your general duties before the weekend are to attend the Heads and Professor training meetings, and the team meetings. Pay careful attention to how the meetings are conducted. Take plenty of notes on how things are done, both good and not so good.

You have no other duties in the pre-weekend phase.

Weekend:

During the weekend, your primary function is to observe how the weekend flows and make notes of anything you might want to do or not do as a Rector. You should sit near the BUR and utilize them as a resource and mentor for the team meetings and the weekend. Observe the Rector and what decisions and choices they make on options.

The one specific duty you have on the weekend is to assist the BUR or Takedown Team (Women's Weekend) to ensure that the closing is set up properly. Some guidelines are noted below.

Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

Sunday Closing Guidelines:

- a) Non-take down team members are not allowed in the building, and the take down team should remain in the Dining room/Dorm end of the building or auditorium.
- b) Candidate luggage should be left on the respective bunk. Dorm Chas (men's weekend) or Take Down Team (women's weekend) should be posted at the Dorm end ramp to bring candidate luggage to the sponsors. Sponsors are not to enter the dorm end of the building.
- c) Assist with the clean-up of the ARC Auditorium and breezeway to the Rollo hallway.

- d) The Rover and Back Up Rector are in charge of Closing set-up and may need you to assist them with the set up if not already performed. These duties are those of the BUR and Rover:
- Turn on sound system and set up microphone at podium if Media Cha has not already performed this.
 - Place two questions for Candidates on podium (get from Assistant Head Cha).
 - Place a table small in front of the podium (there is a carpeted spacer block to set on the bottom step for the table to rest on) with a tablecloth, cross, Bible, candle and lighter for Closing. The BUR/Rover will check with the Rector for preferences in decorating this table.
 - Rollo Room decorations and Weekend Banner are not to be removed until after Rector's Rollo and candidates are taken to the Chapel.
 - Post reserved seating signs (a set is located in the Sound cabinet on the stage): Rector, Head Cha, and Assistant Head Cha on stage left side facing the stage and Spiritual Directors on right side stage facing the stage; Professors (12), Rector's Spouse, Head Cha's Spouse, Assistant Head Cha's Spouse, Rovers (2), Rover's Spouses (2) and Secretariat Members (12) are in front rows of floor seating. Check with the Rector for other reserved seating assignments.
 - Set up chairs on stage similar to attached diagram.
 - Be sure to have the Auditorium returned to normal set up and return items (Banners, table and decorations, and reserved signs) as necessary
- d) Assist with clean up of the Rollo Room. The chairs in the Rollo Room should be "stacked" in the back of the room.
- e) You will sit in the front row at closing with your spouse (if married), to facilitate your introduction at the end of Closing.

(SEE THE ASSISTANT HEAD CHA FOR THE LATEST CLOSING CHECK OFF LIST AND ASSIST WHERE YOU CAN)

Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # _____ (Men _____ Women _____)

Area _____ Name _____

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

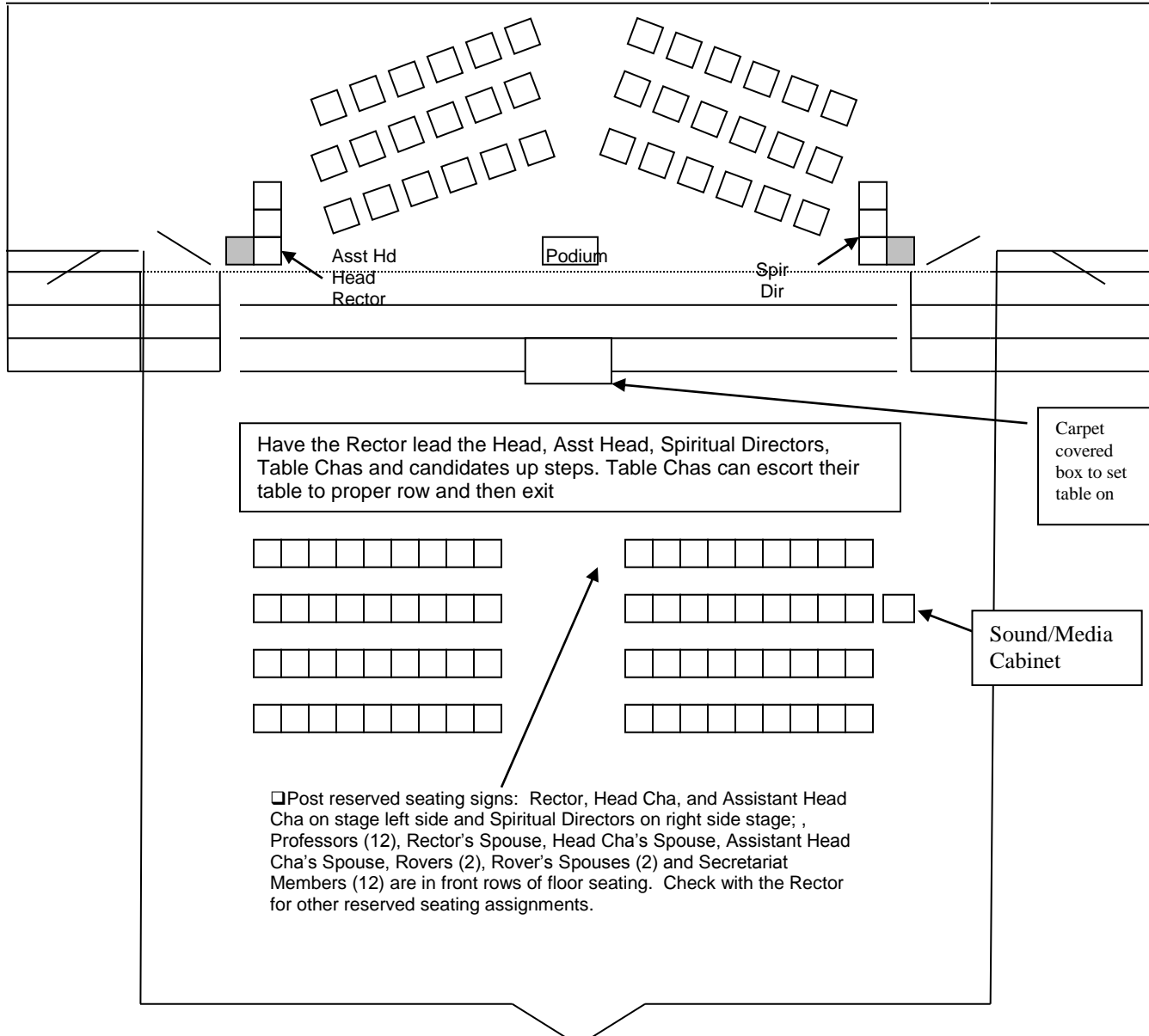
Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

Suggested Auditorium Set up for Closing



Apison Retreat Center

